

**FEDERAL EMERGENCY MANAGEMENT AGENCY
APPLICATION FORM FOR SINGLE RESIDENTIAL LOT OR STRUCTURE
AMENDMENTS AND REVISIONS TO NATIONAL FLOOD INSURANCE PROGRAM MAPS**

O.M.B. No. 3067-0257
Expires April 30, 2001

PUBLIC BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 2.4 hours per response. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the form. Send comments regarding the accuracy of the burden estimate to: Information Collection Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472; and to the Office of Management and Budget, Paperwork Reduction Project (3067-0257), Washington, DC 20503.

This form should be used by an individual property owner to request that the Federal Emergency Management Agency (FEMA) remove a single residential structure or a legally recorded parcel of land or portions thereof, described by metes and bounds certified by a registered professional engineer or licensed land surveyor, from a designated Special Flood Hazard Area (SFHA), an area that would be inundated by the flood having a 1% chance of being equaled or exceeded in any given year (base flood), via Letter of Map Amendment (LOMA) or Letter of Map Revision Based on Fill (LOMR-F). It shall not be used for requests involving changes to base flood elevations, floodway designations, or proposed projects. In addition, it shall not be used for requests submitted by developers or for requests involving multiple structures or lots.

Applicable Regulations

The regulations pertaining to LOMAs and LOMRs-F are presented in the National Flood Insurance Program (NFIP) regulations under Title 44, Chapter I, Parts 65, 70 and 72, Code of Federal Regulations. The purpose of Part 70 is to provide an administrative procedure whereby FEMA will review information submitted by an owner or lessee of property who believes that his or her property has been inadvertently included in a designated SFHA. The necessity of Part 70 is due in part to the technical difficulty of accurately delineating the SFHA boundary on an NFIP map. Part 70 procedures shall not apply if the topography has been altered since the effective date of the first NFIP map (i.e., a Flood Insurance Rate Map (FIRM) or Flood Hazard Boundary Map) showing the property to be within the SFHA. Requests involving changes in topography (such as the placement of fill) are handled under the procedures described in Part 65. In such instances, note especially NFIP regulations Paragraph 65.5.

Basis of Determination

FEMA's determination as to whether a structure or legally recorded parcel of land, or portions thereof, described by metes and bounds, may be removed from the SFHA will be based upon a comparison of the Base (1% annual chance) Flood Elevation (BFE) with certain elevation information. The elevation information required is dependent on whether a structure, a legally recorded parcel of land, or portions thereof are to be removed from the SFHA and whether fill has been placed on the property to raise the structure or parcel of land above the BFE, as outlined below.

Item to be Removed from the SFHA

Structure located on natural ground (LOMA)

Structure located on fill (LOMR-F)

Undeveloped legally recorded parcel of land
or portions thereof (LOMA or LOMR-F)

Elevation Information Required

Lowest adjacent grade to the structure (the elevation of the lowest ground touching the structure including attached deck)

Lowest adjacent grade to the structure and the elevation of the lowest floor (including basement/attached garage)

Elevation of the lowest ground on the parcel or within the portion of land to be removed from the SFHA

Please note the following list of some of the special considerations that may affect FEMA's determination:

- Fill is defined as material placed to raise the ground to or above the BFE. Fill placed before the effective date of the first NFIP map showing the property to be within the SFHA is treated as natural ground. If this cannot be determined, then the initial identification date will be used.
- In areas of sheetflow flooding (AO Zones), the FEMA Regional Office should be contacted to clarify the elevation information that will be required for a determination as to whether a structure or a legally defined parcel of land can be removed from the SFHA.
- If the lowest floor of a building has been elevated on posts, piers, or pilings above the BFE in the SFHA and any portion of the structure (i.e., posts or piers) is still below the BFE, the building will not be removed from the SFHA.

Effective March 10, 1997, FEMA revised the fee schedule for reviewing and processing requests for modifications to published flood information and maps. Under this schedule, FEMA established a flat review and processing fee for each type of request. The fee for your LOMR-F request will be \$400, or \$300 if following a conditional LOMR-F, and must be received before we can begin processing your request. LOMAs are fee exempt. Payment of this fee shall be made in the form of a check or money order, made payable in U.S. funds to the National Flood Insurance Program, or by credit card (please include form 1A of MT-1 forms). The payment must be forwarded to the following address:

Federal Emergency Management Agency
Fee-Collection System Administrator
P.O. Box 3173
Merrifield, VA 22116-3173

If requesting a LOMA, please submit your request to:
(See attached address listing)

If requesting a LOMR-F, please submit your request without payment to:
(See attached address listing)

1. Community Name of NFIP map: _____ Map/Panel Number: _____
2. Street Address of Your Property: _____
3. Has fill been placed on your property? _____ If yes, when? _____

4. Are you requesting that the flood zone designation be removed from a) your entire legally recorded property; b) a portion of your legally recorded property (a metes and bounds description must be written and certified by a registered professional engineer and submitted along with a map showing the metes and bounds area); or c) a structure on your property? (Answer "a," "b," or "c") _____

5. Existing/proposed structures:

- What is the date of construction? _____
- What is the type of construction? (a) crawl space; (b) slab on grade; (c) basement; (d) other (explain) (Answer "a," "b," "c," or "d") _____

6. One of the following documents is required of all requests:

- ☐ a. Copy of Subdivision Plat Map (with recordation data and stamp of the Recorder's Office).

OR

- ☐ Copy of the Property Deed (with recordation data and stamp of the Recorder's office) accompanied by a tax assessor's map or other suitable map showing the surveyed location of the property with respect to local streets and watercourses. (If the subdivision plat map and property deed are available, then both should be submitted.)

In addition, the following documents should be enclosed as applicable:

- ☐ b. Copy of the effective Flood Insurance Rate Map panel on which the property location has been accurately plotted
- ☐ c. Map showing the location of any structures on the property
- ☐ d. Metes and bounds description and accompanying map (only if the request is for a portion of the property), certified by a registered professional engineer or licensed surveyor
- ☐ e. A completed Federal Emergency Management Agency, National Flood Insurance Program, Elevation Certificate, certified by a registered professional engineer or licensed surveyor

OR

- ☐ A completed Elevation Information Form (MT-1, Form 2)
- ☐ f. Data to substantiate the 1% annual chance (base) flood elevation was not available from an authoritative source (such as a Federal or State agency). Base flood elevations were calculated and the back-up calculations are provided.
- ☐ g. Community Acknowledgment Form (MT-1, Form 4) (only if fill has been placed—available from regional office or community)
- ☐ h. If requesting a LOMR-F, the fee has been submitted to the fee collection administrator at the address on the front of this form.
- ☐ i. Additional information (attach list)

All information submitted becomes property of FEMA; please maintain a copy for your records.

7. All information submitted in support of this request is correct to the best of my knowledge. I understand that any false statement may be punishable by fine or imprisonment under Title 18 of the United States Code, Section 1001.

Property Owner's Name: (Please Print) _____

Mailing Address: _____

Daytime Telephone No.: _____

Signature

Date

LOMA AND LOMR-F SUBMITTAL ADDRESSES

REGIONS I-V

(States east of the Mississippi
River, including Minnesota)

FEMA
LOMA Depot
P.O. Box 2210
Merrifield, Virginia 22116-2210

REGIONS VI-X

(States west of the Mississippi
River, including Louisiana)

FEMA
LOMA Depot
3601 Eisenhower Avenue
Suite 600
Alexandria, Virginia 22304
Attn: LOMA Manager

INSTRUCTIONS FOR COMPLETING THE ELEVATION INFORMATION FORM

General Instructions

The Elevation Information Form (Form 2) must be completed by a licensed land surveyor or registered professional engineer. **To ensure a timely response to each submittal, the individual completing this form should review the form carefully to ensure all questions have been answered and all required information has been submitted. To assist in this effort, passages discussing required information have been highlighted in [bold type/red ink] on the form.**

For a licensed land surveyor or registered professional engineer to complete this form, it will be necessary to obtain the effective FIRM panel, effective Flood Boundary and Floodway Map (FBFM) panel (if printed), and Flood Insurance Study (FIS) report that cover the area in which the property is located. These can be obtained from the community map repository or can be ordered from the Map Service Center for a nominal fee by calling 1-800-358-9616. Orders may also be faxed to the Map Service Center at 1-800-358-9620.

For multiple-lot or multiple-structure requests, this form should be completed only once, and submitted with a complete Summary of Elevations-Individual Lot Breakdown Form (Form 5) showing the appropriate elevations for each lot.

Item 1

Provide the community name as it appears in the Title Block of the FIRM panel that shows the area in which the property is located.

Item 2

Provide lot/block numbers and subdivision name, street address, or tract/parcel number.

Item 3

Provide the name the source of the flooding (i.e., give the name of the stream, river, lake, bay, or ocean) as it appears on the FIRM or note whether there is ponding or shallow flooding.

Item 4

List all flood insurance risk zones shown on the FIRM that affect the property (e.g., A, AE, A1-A30, A99, AO, AH, VE, V1-V30, B, C, X, D).

Item 5

The regulatory floodway is the channel of a river or other watercourse that must be reserved to carry the floodwaters efficiently. If a floodway has been adopted by the community, it will be shown on the FBFM or FIRM. No fill may be placed in a regulatory floodway.

Answer "yes" if the area of the property is in the regulatory floodway; answer "no" if no portion of the property is in the regulatory floodway.

Answer "yes" if existing/planned structure(s) is/will be in the regulatory floodway; answer "no" if no structure(s) is/will be in the regulatory floodway.

Item 6

Answer "yes" if the area of the property is in an area of subsidence or uplift; answer "no" if the area of the property is not in an area of subsidence or uplift.

In areas of subsidence or uplift, the elevations shown on this document must be based on the most recent releveled of a National Geodetic Survey or other acceptable benchmark. This is required to ensure that the determination is based on a proper comparison between the published BFE and the ground elevation.

Items 7 and 8

List the elevation to the nearest 0.1 foot and identify the datum to which the elevation is referenced (e.g., NGVD, NAVD, MSL). Preliminary data produced while a FEMA study/restudy is underway cannot be used to support a request for a LOMA, CLOMA, LOMR-F, or CLOMR-F. Elevations presented should be referenced to the same datum shown on the FIRM and in the FIS report. Use the information below as guidance.

Detailed Analysis

A determination of the 1% annual chance water-surface elevation shall be made using the BFE or depth presented in the FIS report (in the "Summary of Elevations" table or on the Flood Profiles). If this FIS report information does not exist, then provide the one that is shown on the FIRM. (Elevations shown on the FIRM are rounded to the nearest whole foot.) Requests based on flood elevations or depths that are different from those shown on the FIRM or in the FIS report may be processed under other administrative procedures.

Zone AE or A1-A30 (riverine flooding): After locating the property on the FIRM or FBFM, use the nearest lettered cross section or physical feature to locate the property and the corresponding BFE on the Flood Profile in the FIS report.

Zone AE or A1-A30 (coastal flooding): Obtain the BFE from the FIRM panel and compare it to the corresponding value presented in the "Summary of Stillwater Elevations" table in the FIS report. If the table value is within 0.4 foot of the BFE on the FIRM (i.e., no wave runoff), use the table value; if the BFE on the FIRM is more than 0.5 foot greater than the table value (i.e., includes wave runoff), use the BFE on the FIRM.

Zone AH or A1-A30 (shallow flooding): Obtain the BFE from the FIRM panel or FIS report if there is no Flood Profile.

Zone AO (shallow flooding): Obtain the depth from the FIRM panel.

Zone VE or V1-V30 (Coastal High Hazard Zone): Obtain the BFE from the FIRM panel and compare it to the corresponding value presented in the "Summary of Stillwater Elevations" table in the FIS report. If the table value is within 0.4 foot of the BFE on the FIRM (i.e., no wave runoff), use the table value; if the BFE on the FIRM is more than 0.5 foot greater than the table value (i.e., includes wave runoff), use the BFE on the FIRM. If a property/structure is to be removed from a Zone VE or V1-V30, it must not be located seaward of the landward toe of the primary frontal dune.

Approximate Analysis

If FEMA has not specified BFEs for the area, data may be provided to substantiate a BFE for the property in question. These data may be obtained from an authoritative source, such as the U.S. Army Corps of Engineers, U.S. Geological Survey, U.S. Soil Conservation Service, or a State or local water resource department. Alternatively, data prepared and certified by a registered professional engineer may be submitted. Sufficient technical information should be provided to support the elevation, and must include Form 3, Hydrologic Analysis Form, and Form 4, Riverine Hydraulic Analysis Form, from the previously referenced MT-2 application/certification forms package.

Item 9

List the elevation and identify the datum to which the elevation is referenced only for requests to remove the SFHA designation from one or more parcel(s) of land.

Item 10

List the elevation and identify the datum to which the elevation is referenced only for requests to remove the SFHA designation from one or more structures. The required elevation is that of the lowest ground touching the structure including any attached decks. For structures built on posts, piers, or pilings, the elevation of the lowest ground touching the posts, piers, or pilings must be submitted.

Item 11

List the elevation and identify the datum to which the elevation is referenced only for requests involving fill placed within an identified SFHA to elevate structure(s) since the date of the first NFIP map showing the area of the structure in the SFHA. If a basement/crawl space exists, the required elevation is that of the basement/crawl space floor.

Item 12

Requesters should also indicate whether the elevation is for a structure that is proposed or existing. Answer "a" if the elevation is for a proposed structure. Answer "b" if the elevation is for an existing structure.

Item 13

Identify the conversion factor to convert the elevation data submitted in support of the request to the effective FIS datum.

Item 14

Answer "yes" if a completed copy of the Summary of Elevations-Individual Lot Breakdown Form (Form 5) and a map certified by a licensed land surveyor or registered professional engineer have been included with the request; answer "no" and provide a brief explanation if the request is for multiple lots and/or structures and the form and map have not been provided.

Item 15

Provide all requested information to certify the accuracy of the information provided in and with this form. If FEMA has specified a BFE for the area in which the property is located or the elevation was obtained from an authoritative source, the form may be certified by either a registered professional engineer or a licensed land surveyor. If FEMA has not specified a BFE for the area and a registered professional engineer has determined the elevation based on alternative data, Items 7 and 8 must be certified by a registered professional engineer, but the form may be certified by either a registered professional engineer or a licensed land surveyor.

INSTRUCTIONS FOR COMPLETING OPTIONAL FORMS

General

While Forms 1 and 2 must be completed for all requests, Forms 3, 4, and 5 must only be completed when they are applicable. Instructions for completing each of these forms are provided below.

Certification of Fill Compaction Form

The Certification of Fill Compaction Form (Form 3) must be completed for all requests involving the placement of fill, existing or proposed, except those involving single residential structures. This form must be completed and signed by a registered professional engineer or soils engineer, or by the community's NFIP permit official. The community name and the subject property address shown in Items 1 and 2 of the Property Information Form must appear in the spaces provided. All sections of the form must be completed and signed.

Community Acknowledgment of Requests Involving Fill Form

The Community Acknowledgment of Requests Involving Fill Form (Form 4) must be completed for all requests involving the placement of fill existing or proposed. The form must be completed and signed by the official responsible for floodplain management in the community. The community name and the subject property address shown in Items 1 and 2 of the Property Information Form must appear in the spaces provided.

Summary of Elevations—Individual Lot Breakdown Form

The Summary of Elevations—Individual Lot Breakdown Form (Form 5) must be completed for requests involving multiple lots and/or multiple structures. The form must be completed and signed by a licensed land surveyor or registered professional engineer. In completing the form, the licensed land surveyor or registered professional engineer should note the following:

1. The community name and the subject property address shown in Items 1 and 2 of the Property Information Form must appear in the spaces provided.
2. Elevations for each lot or structure must be provided.
3. The lowest lot elevation must be provided for any request to remove the SFHA designation from an entire parcel of land.
4. The lowest floor elevation (including basements/crawl spaces) must be provided for any request to remove the SFHA designation from structures that have been elevated by the placement of fill.
5. The elevation of the lowest adjacent grade (including any attached decks) of the structures must be provided for ALL requests to remove the SFHA designation from structures.

For requests involving structures, the requester should indicate whether the elevation provided is for an existing structure or a proposed structure by adding "(E)" or "(P)" after the elevation.

FEDERAL EMERGENCY MANAGEMENT AGENCY
ELEVATION INFORMATION

O.M.B. Burden No. 3067-0147
Expires May 31, 2001

PUBLIC BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 0.63 hour per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and reviewing the form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, S.W., Washington, DC 20472; and to the Office of Management and Budget, Paperwork Reduction Project (3067-0148), Washington, DC 20503.

You are not required to respond to this collection of information unless a valid OMB Control Number is displayed in the upper right corner of this form.

This form must be completed by a registered professional engineer or licensed land surveyor. These forms should not be used for requests involving Channelization, Bridges/Culverts, or Fill in the FEMA-Designated (regulatory) Floodway; instead, forms entitled Revisions to National Flood Insurance Program Maps (MT-2) should be used. The Elevation Information Form must be included for all requests, unless the request is for a determination in which the FIRM already shows the property to be CLEARLY outside the SFHA. Cases in which the determination for the property or structure is uncertain will require the submittal of elevation data to provide a definitive determination. If an Elevation Certificate has been completed for the subject property, it may be submitted in lieu of this form.

(See instructions for details)

1. Community Name: _____

2. Legal Description of Property: _____

3. Flooding Source: _____

4. Based on the FIRM, this property is located in Zone(s): _____

5. Is any portion of this property located in the regulatory floodway? ☐ Yes ☐ No

Are any structures (existing or proposed) located in the regulatory floodway? ☐ Yes ☐ No

6. Is this area subject to land subsidence or uplift? ☐ Yes ☐ No

If yes, what is the date of the current releveling? _____

For items 7-11 multiple lots/structures, complete the appropriate column(s) of the Summary of Elevations - Individual Lot Breakdown form, identifying the elevation for each lot/structure. To support items 9, 10, and 11, please note a map (certified by a licensed surveyor or registered professional engineer) may be required to relate the ground elevations and locations of structures or lots. The map should indicate whether it reflects "as-built" or "proposed" conditions.

7. What is the BFE for this property? (Provide elevation to nearest tenth of a foot and datum)

_____ Elevation _____ Datum (NGVD, NAVD or other)

8. How was the BFE determined? (attach a copy of the Flood Profile or table from the FIS report, if appropriate, a copy of a letter from a state agency establishing a BFE, or other necessary supporting information including Forms 3 and 4 from forms entitled, "Revisions to National Flood Insurance Program Maps" (MT-2)).

9. If this request is to remove the SFHA designation from a parcel of land or lot(s), what is the existing or proposed elevation of the lowest grade; that is, the lowest ground on the property or within the metes and bounds description of the portion being removed? (Provide elevation to nearest tenth of a foot and datum)

_____ Elevation _____ Datum

PLEASE REFER TO THE INSTRUCTIONS FOR THE APPROPRIATE MAILING ADDRESS

10. If this request is to remove the SFHA designation from a structure(s), what is the elevation of the existing or proposed lowest adjacent grade; that is, the lowest ground touching the structure, including any attached decks or garage? (Provide elevation to nearest tenth of a foot and datum) _____ Elevation _____ Datum

11. If fill has been/will be placed to elevate the structure(s) on this property, what is the existing or proposed elevation of the lowest floor, including basement, and/or attached garage? (Provide elevation to nearest tenth of a foot and datum) _____ Elevation _____ Datum

12. Are the measurements in items 9 - 11 based on (a) proposed or (b) existing conditions? _____

13. If any of the above elevations were computed based on a datum different than the effective FIS, what is the conversion factor?
FIS Datum = Local Datum +/- _____ feet

14. All information submitted in support of this request is correct to the best of my knowledge. I understand that any false statement may be punishable by fine or imprisonment under Title 18 of the United States Code, Section 1001.

Name (please print or type): _____

Title (please print or type): _____

Registration No.: _____

Expiration Date: _____

State: _____

Telephone Number: _____

Signature

Date

Seal (Optional)

**FEDERAL EMERGENCY MANAGEMENT AGENCY
COMMUNITY ACKNOWLEDGMENT
OF REQUESTS INVOLVING FILL**

O.M.B. Burden No. 3067-0147
Expires May 31, 2001

PUBLIC BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average .88 hour per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and reviewing the form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, S.W., Washington, DC 20472; and to the Office of Management and Budget, Paperwork Reduction Project (3067-0148), Washington, DC 20503.

You are not required to respond to this collection of information unless a valid OMB Control Number is displayed in the upper right corner of this form.

Community Name: _____

Property Name or Address: _____

We hereby acknowledge receipt and review of this Letter of Map Revision (Based on Fill) request and have found that the completed or proposed project meets or is designed to meet all of the community's applicable floodplain management regulations, including the requirement that no fill be placed in the regulatory floodway. We understand that this request is being forwarded to FEMA for a possible map revision. For proposed projects, we understand that FEMA is being asked to provide comments on the potential effects of this project on the flood hazards of our community.

Community comments on the proposed project:

Community Official's Name (please print or type): _____

Address (please print or type): _____

Daytime Telephone Number: _____

Community Official's Signature

Date

PLEASE REFER TO THE INSTRUCTIONS FOR THE APPROPRIATE MAILING ADDRESS



FEDERAL EMERGENCY MANAGEMENT AGENCY

NATIONAL FLOOD INSURANCE PROGRAM

ELEVATION CERTIFICATE

AND

INSTRUCTIONS

NATIONAL FLOOD INSURANCE PROGRAM ELEVATION CERTIFICATE

PAPERWORK REDUCTION ACT NOTICE

Public reporting burden for the Elevation Certificate is estimated to average 2.25 hours per response. Burden means the time, effort, or financial resources expended by persons to generate, maintain, retain, disclose, or provide information to the Federal Emergency Management Agency (FEMA). You are not required to respond to the collection of information unless a valid OMB control number is displayed in the upper right corner of each form. You may send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (3067-0077). Do not send completed form(s) to the above address. To obtain or retain benefits under the National Flood Insurance Program (NFIP), you must respond to this collection of information.

PURPOSE OF THE ELEVATION CERTIFICATE

The Elevation Certificate is an important administrative tool of the National Flood Insurance Program (NFIP). It is to be used to provide elevation information necessary to ensure compliance with community floodplain management ordinances, to determine the proper insurance premium rate, and to support a request for a Letter of Map Amendment or Revision (LOMA or LOMR-F).

The Elevation Certificate is required in order to properly rate post-FIRM buildings, which are buildings constructed after publication of the Flood Insurance Rate Map (FIRM), for flood insurance Zones A1-A30, AE, AH, A (with BFE), VE, V1-V30, V (with BFE), AR, AR/A, AR/AE, AR/A1-A30, AR/AH, and AR/AO. The Elevation Certificate is not required for pre-FIRM buildings unless the building is being rated under the optional post-FIRM flood insurance rules.

As part of the agreement for making flood insurance available in a community, the NFIP requires the community to adopt a floodplain management ordinance that specifies minimum requirements for reducing flood losses. One such requirement is that the community obtain the elevation of the lowest floor (including basement) of all new and substantially improved buildings, and maintain a record of such information. The Elevation Certificate provides a way for a community to comply with this requirement.

Use of this certificate does not provide a waiver of the flood insurance purchase requirement. Only a LOMA or LOMR-F from the Federal Emergency Management Agency (FEMA) can amend the FIRM and remove the Federal mandate for a lending institution to require the purchase of flood insurance. However, the lending institution has the option of requiring flood insurance even if a LOMA/LOMR-F has been issued by FEMA. The Elevation Certificate may be used to support a LOMA or LOMR-F request. Lowest floor and lowest adjacent ground elevations certified by a surveyor or engineer will be required if the certificate is used to support a LOMA or LOMR-F request.

This certificate is used only to certify building elevations. A separate certificate is required for floodproofing. Under the NFIP, non-residential buildings can be floodproofed up to or above the Base Flood Elevation (BFE). A floodproofed building is a building that has been designed and constructed to be watertight (substantially impermeable to floodwaters) below the BFE. Floodproofing of residential buildings is not permitted under the NFIP unless FEMA has granted the community an exception for residential floodproofed basements. The community must adopt standards for design and construction of floodproofed basements before FEMA will grant a basement exception. For both floodproofed non-residential buildings and residential floodproofed basements in communities that have been granted an exception by FEMA, a floodproofing certificate is required.

**FEDERAL EMERGENCY MANAGEMENT AGENCY
NATIONAL FLOOD INSURANCE PROGRAM**

O.M.B. No. 3067-0077
Expires July 31, 2002

ELEVATION CERTIFICATE

Important: Read the instructions on pages 1 - 7.

SECTION A - PROPERTY OWNER INFORMATION

BUILDING OWNER'S NAME		For Insurance Company Use:
		Policy Number
BUILDING STREET ADDRESS (Including Apt., Unit, Suite, and/or Bldg. No.) OR P.O. ROUTE AND BOX NO.		Company NAIC Number
CITY	STATE	ZIP CODE
PROPERTY DESCRIPTION (Lot and Block Numbers, Tax Parcel Number, Legal Description, etc.)		
BUILDING USE (e.g., Residential, Non-residential, Addition, Accessory, etc. Use Comments section if necessary.)		

LATITUDE/LONGITUDE (OPTIONAL) (##° - ##' - ##.##" or ##.#####°)	HORIZONTAL DATUM: <input type="checkbox"/> NAD 1927 <input type="checkbox"/> NAD 1983	SOURCE: <input type="checkbox"/> GPS (Type): _____ <input type="checkbox"/> USGS Quad Map <input type="checkbox"/> Other: _____
---	--	--

SECTION B - FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

B1. NFIP COMMUNITY NAME & COMMUNITY NUMBER		B2. COUNTY NAME		B3. STATE	
B4. MAP AND PANEL NUMBER	B5. SUFFIX	B6. FIRM INDEX DATE	B7. FIRM PANEL EFFECTIVE/REVISED DATE	B8. FLOOD ZONE(S)	B9. BASE FLOOD ELEVATION(S) (Zone AO, use depth of flooding)

B10. Indicate the source of the Base Flood Elevation (BFE) data or base flood depth entered in B9.
☐ FIS Profile ☐ FIRM ☐ Community Determined ☐ Other (Describe): _____

B11. Indicate the elevation datum used for the BFE in B9: ☐ NGVD 1929 ☐ NAVD 1988 ☐ Other (Describe): _____

B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)? ☐ Yes ☐ No
 Designation Date: _____

SECTION C - BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)

C1. Building elevations are based on: ☐ Construction Drawings* ☐ Building Under Construction* ☐ Finished Construction
 *A new Elevation Certificate will be required when construction of the building is complete.

C2. Building Diagram Number _____ (Select the building diagram most similar to the building for which this certificate is being completed - see pages 6 and 7. If no diagram accurately represents the building, provide a sketch or photograph.)

C3. Elevations – Zones A1-A30, AE, AH, A (with BFE), VE, V1-V30, V (with BFE), AR, AR/A, AR/AE, AR/A1-A30, AR/AH, AR/AO
 Complete Items C3a-i below according to the building diagram specified in Item C2. State the datum used. If the datum is different from the datum used for the BFE in Section B, convert the datum to that used for the BFE. Show field measurements and datum conversion calculation. Use the space provided or the Comments area of Section D or Section G, as appropriate, to document the datum conversion.
 Datum _____ Conversion/Comments _____

Elevation reference mark used _____ Does the elevation reference mark used appear on the FIRM? ☐ Yes ☐ No

<input type="checkbox"/> a) Top of bottom floor (including basement or enclosure)	_____ . _____ ft.(m)	License Number, Embossed Seal, Signature, and Date
<input type="checkbox"/> b) Top of next higher floor	_____ . _____ ft.(m)	
<input type="checkbox"/> c) Bottom of lowest horizontal structural member (V zones only)	_____ . _____ ft.(m)	
<input type="checkbox"/> d) Attached garage (top of slab)	_____ . _____ ft.(m)	
<input type="checkbox"/> e) Lowest elevation of machinery and/or equipment servicing the building	_____ . _____ ft.(m)	
<input type="checkbox"/> f) Lowest adjacent grade (LAG)	_____ . _____ ft.(m)	
<input type="checkbox"/> g) Highest adjacent grade (HAG)	_____ . _____ ft.(m)	
<input type="checkbox"/> h) No. of permanent openings (flood vents) within 1 ft. above adjacent grade	_____	
<input type="checkbox"/> i) Total area of all permanent openings (flood vents) in C3h	_____ sq. in. (sq. cm)	

SECTION D - SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION

This certification is to be signed and sealed by a land surveyor, engineer, or architect authorized by law to certify elevation information.
I certify that the information in Sections A, B, and C on this certificate represents my best efforts to interpret the data available.
I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.

CERTIFIER'S NAME	LICENSE NUMBER
------------------	----------------

TITLE	COMPANY NAME		
ADDRESS	CITY	STATE	ZIP CODE
SIGNATURE	DATE	TELEPHONE	

INSTRUCTIONS FOR COMPLETING THE ELEVATION CERTIFICATE

The Elevation Certificate is to be completed by a land surveyor, engineer, or architect who is authorized by law to certify elevation information when elevation information is required for Zones A1-A30, AE, AH, A (with BFE), VE, V1-V30, V (with BFE), AR, AR/A, AR/AE, AR/A1-A30, AR/AH, or AR/AO. Community officials who are authorized by law or ordinance to provide floodplain management information may also complete this form. For Zones AO and A (without BFE), a community official, a property owner, or an owner's representative may provide information on this certificate, unless the elevations are intended for use in supporting a LOMA or LOMR-F. Certified elevations must be included if the purpose of completing the Elevation Certificate is to obtain a LOMA or LOMR-F.

In Puerto Rico only, elevations for building information and flood hazard information may be entered in meters.

SECTION A - PROPERTY OWNER INFORMATION

This section identifies the building, its location, and its owner. Enter the name(s) of the building owner(s), the building's complete street address, and the lot and block number. If the building's address is different from the owner's address, enter the address of the building being certified. If the address is a rural route or a Post Office box number, enter the lot and block numbers, the tax parcel number, the legal description, or an abbreviated location description based on distance and direction from a fixed point of reference. For the purposes of this certificate, "building" means both a building and a manufactured (mobile) home.

A map may be attached to this certificate to show the location of the building on the property. A tax map, FIRM, or detailed community map is appropriate. If no map is available, provide a sketch of the property location, and the location of the building on the property. Include appropriate landmarks such as nearby roads, intersections, and bodies of water. For building use, indicate whether the building is residential, non-residential, an addition to an existing residential or non-residential building, an accessory building (e.g., garage), or other type of structure. Use the Comments area of Section F if needed.

If latitude and longitude data are available, enter them in degrees, minutes, and seconds, or in decimal degrees, taken at the center of the front of the building. Enter arc seconds to two decimal places. Indicate the horizontal datum and the source of the measurement data (for example, taken with GPS, scaled from a USGS Quad Map, etc.).

SECTION B - FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

Complete the Elevation Certificate on the basis of the FIRM in effect at the time of the certification.

The information for Section B is obtained by reviewing the FIRM panel that includes the building's location. Information about the current FIRM, and a pamphlet titled "Guide to Flood Maps," are available from the Federal Emergency Management Agency (FEMA) website at <http://www.fema.gov> or by calling 1-800-427-4661. If a Letter of Map Amendment (LOMA) or Letter of Map Revision (LOMR-F) has been issued by FEMA, please provide the letter date and case number in the Comments area.

Item B1. NFIP Community Name & Community Number. Enter the complete name of the community in which the building is located and the associated 6-digit community number. For a building that is in an area that has been annexed by one community but is shown on another community's FIRM, enter the community name and 6-digit number of the annexing community. For a newly incorporated community, use the name and 6-digit number of the new community. Under the NFIP, a "community" is any State or area or political subdivision thereof, or any Indian tribe or authorized native organization, that has authority to adopt and enforce floodplain management regulations for the areas within its jurisdiction. To determine the current community number, see the NFIP *Community Status Book*, available on FEMA's website at <http://www.fema.gov> or by calling 1-800-427-4661.

Item B2. County Name. Enter the name of the county or counties in which the community is located. For an unincorporated area of a county, enter "unincorporated area." For an independent city, enter "independent city."

Item B3. State. Enter the 2-letter state abbreviation (for example, VA, TX, CA).

Item B4. Map and Panel Number. Enter the 10-digit number shown on the FIRM panel where the building or manufactured (mobile) home is located. The first six digits will not match the NFIP community number: 1) when the sixth digit is a “C” in which case the FIRM panel is in a countywide format; or 2) when one community has annexed land from another community but the FIRM panel has not been updated to reflect this annexation. If the sixth digit is a “C,” it is followed by a four-digit map number. For maps not in countywide format, enter the “community panel number” shown on the FIRM.

Item B5. Suffix. Enter the suffix letter shown on the FIRM panel that includes the building’s location.

Item B6. FIRM Index Date. Enter the effective date or map revised date shown on the FIRM Index.

Item B7. FIRM Panel Effective/Revised Date. Enter the map effective date or the map revised date shown on the FIRM panel. This will be the latest of all dates shown on the map. The current FIRM panel effective date can be determined by calling 1-800-427-4661.

Item B8. Flood Zone(s). Enter the flood zone, or flood zones, in which the building is located. All flood zones containing the letter “A” or “V” are considered Special Flood Hazard Areas. The flood zones are A, AE, A1-A30, V, VE, V1-V30, AH, AO, AR, AR/A, AR/AE, AR/A1-A30, AR/AH, and AR/AO. Each flood zone is defined in the legend of the FIRM panel on which it appears.

Item B9. Base Flood Elevation(s). Using the appropriate Flood Insurance Study (FIS) Profile, Flood Elevation Table, or FIRM panel, locate the property and enter the BFE (or base flood depth) of the building site. If the building is located in more than one flood zone in Item B8, list all appropriate BFEs in Item B9. BFEs are shown on a FIRM or FIS Profile for Zones A1-A30, AE, AH, V1-V30, VE, AR, AR/A, AR/AE, AR/A1-A30, AR/AH, and AR/AO; flood depth numbers are shown for Zone AO. Use the AR BFE if the building is located in any of Zones AR/A, AR/AE, AR/A1-A30, AR/AH, or AR/AO. In A or V zones where BFEs are not provided on the FIRM, the community may have established BFEs or obtained BFE data from other sources. For subdivisions and other developments of more than 50 lots or 5 acres, establishment of BFEs is required by the community’s floodplain management ordinance. If the BFE is obtained from another source, enter the BFE in Item B9.

Item B10. Indicate the source of the BFE that you entered in Item B9.

Item B11. Indicate the elevation datum to which the elevations on the applicable FIRM are referenced.

Item B12. Indicate whether the building is located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA). Federal flood insurance is prohibited in designated CBRS areas for buildings or manufactured (mobile) homes built or substantially improved after the date of the CBRS designation. An information sheet explaining CBRS areas may be obtained on FEMA’s website at <http://www.fema.gov> or by calling 1-800-427-4661.

SECTION C - BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)

Complete Section C if the building is located in any of Zones A1-A30, AE, AH, A (with BFE), VE, V1-V30, V (with BFE), AR, AR/A, AR/AE, AR/A1-A30, AR/AH, or AR/AO, or if this certificate is being used to support a LOMA or LOMR-F. If the building is located in Zone AO or Zone A (without BFE), complete Section E instead.

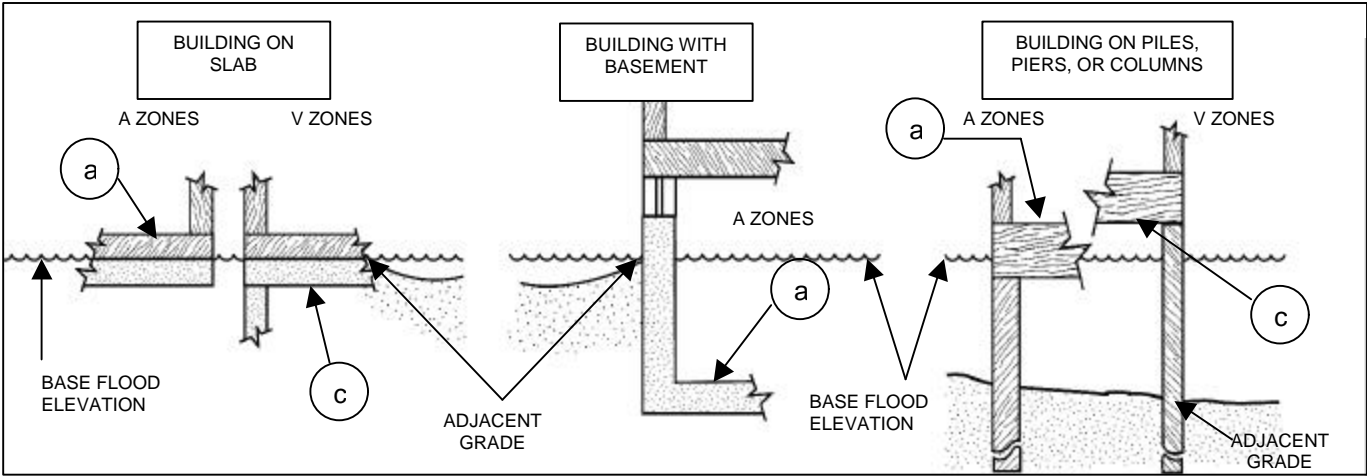
Item C1. Indicate whether the elevations to be entered in this section are based on construction drawings, a building under construction, or finished construction. For either of the first two choices, a post-construction Elevation Certificate will be required when construction is complete.

Item C2. Select the diagram on pages 6 and 7 that best represents the building. Then enter the diagram number and use the diagram to identify and determine the appropriate elevations requested in Items C3a-g. If you are unsure of the correct diagram, select the diagram that most closely resembles the building being certified, or provide a sketch or photograph of the building and enter all elevations in Items C3a-g.

Item C3. Indicate whether the elevation reference mark (benchmark) used during the field survey is an elevation mark on the FIRM. If it is not, indicate the source and datum for the elevation. Vertical control benchmarks other than those shown on the FIRM are acceptable for elevation determinations. Show the conversion from the field survey datum used to the datum used for the BFE(s) entered in Item B9. All elevations for the certificate must be referenced to the datum on which the BFE is

based. Show the datum conversion, if applicable, in this section or in the Comments area of Section D. For property experiencing ground subsidence, the most recently adjusted reference mark elevations must be used for determining building elevations. Enter elevations in Items C3a-g to the nearest tenth of a foot (in Puerto Rico, nearest tenth of a meter).

Items C3a-d. Enter the building elevations indicated by the selected building diagram (Item C2) in Items C3a-e. Elevation for top of attached garage slab (d) is self-explanatory and is not illustrated in the diagrams. If the building is located in a V zone on the FIRM, complete Item C3c. If the flood zone cannot be determined, enter elevations for all of Items C3a-g. For buildings in A zones, elevations a, b, d, and e should be measured at the top of the floor. For buildings in V zones, elevation c must be measured at the bottom of the lowest horizontal structural member of the floor (see drawing below). *If any item does not apply to the building, enter “N/A” for not applicable.*



Item C3e. Enter the lowest elevation of machinery or equipment in an attached garage, enclosure, or open utility platform that provides utility services for the building. If the machinery or equipment is mounted to a wall, pile, etc., enter the platform elevation of the machinery and/or equipment. *If this item does not apply to the building, enter “N/A” for not applicable.*

Items C3f-g. Adjacent grade is defined as the elevation of the ground, sidewalk, patio, or deck support immediately next to the building. Use the natural grade elevation, if available. This measurement must be to the nearest tenth of a foot if this certificate is being used to support a request for a LOMA or LOMR-F.

Items C3h-i. Enter the number of permanent openings (flood vents) in the walls supporting the building that are no higher than 1.0 foot above the adjacent grade. Determine the total area of all such openings in square inches (square cm, in Puerto Rico), and enter the total in Item C3i. If the building has no permanent openings (flood vents) within 1.0 foot above adjacent grade, enter “0” (zero) for each of Items C3h and C3i.

SECTION D - SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION

Complete as indicated. This section of the Elevation Certificate may be signed by only a land surveyor, engineer, or architect who is authorized by law to certify elevation information. Place embossed seal and signature in the box next to elevations in Section C. A flat stamp is acceptable only in states that do not authorize use of an embossed seal over the signature of a professional. You are certifying that the information in Sections A, B, and C on this certificate represents your best efforts to interpret the data available and that you understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001. Use the Comments area of Section D, on the back of the certificate, to provide datum, elevation, or other relevant information not specified on the front.

SECTION E - BUILDING ELEVATION INFORMATION (SURVEY NOT REQUIRED) FOR ZONE AO & ZONE A (WITHOUT BFE)

Complete Section E if the building is located in Zone AO or Zone A (without BFE). Otherwise, complete Section C instead.

Item E1. Select the diagram on pages 6 and 7 that best represents the building; then enter the diagram number. If you are unsure of the correct diagram, select the diagram that most closely resembles the building, or provide a sketch or photograph.

Item E2. Enter the height in feet and inches (meters and centimeters, in Puerto Rico) of the top of the bottom floor (as indicated in the applicable diagram) above or below the highest adjacent grade (HAG). For post-FIRM buildings in Zone AO, the community's floodplain management ordinance requires that this value equal or exceed the base flood depth on the FIRM. Buildings in Zone A (without BFE) may qualify for a lower insurance rate if an engineered BFE is developed at the site.

Item E3. For those communities where this base flood depth is not available, the community will need to determine whether the top of the bottom floor is elevated in accordance with the community's floodplain management ordinance.

SECTION F - PROPERTY OWNER (OR OWNER'S REPRESENTATIVE) CERTIFICATION

Complete as indicated. This section is provided for certification of measurements taken by a property owner or property owner's representative when responding to Sections A, B, and E. The address entered in this section must be the actual mailing address of the property owner or property owner's representative who provided the information on the certificate.

SECTION G - COMMUNITY INFORMATION (OPTIONAL)

Complete as indicated. The community official who is authorized by law or ordinance to administer the community's floodplain management ordinance can complete Sections A, B, C (or E), and G of this Elevation Certificate. If the authorized community official completes Sections C, E, or G, complete the appropriate item(s) and sign this section.

Check **Item G1** if Section C is completed with elevation data from other documentation that has been signed and embossed by a licensed surveyor, engineer, or architect who is authorized by law to certify elevation information. Indicate the source of the elevation data and the date obtained in the Comments area of Section G. If you are both a community official and a licensed land surveyor, engineer, or architect authorized by law to certify elevation information, and you performed the actual survey for a building in Zones A1-A30, AE, AH, A (with BFE), V1-V30, V, AR, AR/A, AR/A1-A30, AR/AE, AR/AH, or AR/AO, you must also complete Section D.

Check **Item G2** if information is entered in Section E by the community for a building in Zone A (without a FEMA-issued or community-issued BFE) or Zone AO.

Check **Item G3** if the information in Items G4-G9 has been completed for community floodplain management purposes to document the as-built lowest floor elevation of the building. Section C of the Elevation Certificate records the elevation of various building components but does not determine the lowest floor of the building or whether the building, as constructed, complies with the community's floodplain management ordinance. This must be done by the community. Items G4-G9 provide a way to document these determinations.

Item G4. Permit Number. Enter the permit number or other identifier to key the Elevation Certificate to the permit issued for the building.

Item G5. Date Permit Issued. Enter the date the permit was issued for the building.

Item G6. Date Certificate of Compliance Issued. Enter the date that the Certificate of Compliance or Occupancy or similar written official documentation of as-built lowest floor elevation was issued by the community as evidence that all work authorized by the floodplain development permit has been completed in accordance with the community's floodplain management laws or ordinances.

Item G7. New Construction or Substantial Improvement. Check the applicable box. “Substantial Improvement” means any reconstruction, rehabilitation, addition, or other improvement of a building, the cost of which equals or exceeds 50 percent of the market value of the building before the start of construction of the improvement. The term includes buildings that have incurred substantial damage, regardless of the actual repair work performed.

Item G8. As-built lowest floor elevation. Enter the elevation of the lowest floor (including basement) when the construction of the building is completed and a final inspection has been made to confirm that the building is built in accordance with the permit, the approved plans, and the community’s floodplain management laws or ordinances. Indicate the elevation datum used.

Item G9. BFE. Using the appropriate FIRM panel, FIS, or other data source, locate the property and enter the BFE (or base flood depth) of the building site. Indicate the elevation datum used.

Enter your name, title, and telephone number, and the name of the community. Sign and enter the date in the appropriate blanks.

BUILDING DIAGRAMS

The following eight diagrams illustrate various types of buildings. Compare the features of the building being certified with the features shown in the diagrams and select the diagram most applicable. Enter the diagram number in Item C2 and the elevations in Items C3a-C3g.

In A zones, the floor elevation is taken at the top finished surface of the floor indicated; in V zones, the floor elevation is taken at the bottom of the lowest horizontal structural member (see drawing in instructions for Section C).

DIAGRAM 1

All slab-on-grade single- and multiple-floor buildings (other than split-level) and high-rise buildings, either detached or row type (e.g., townhouses); with or without attached garage.

Distinguishing Feature – The bottom floor is at or above ground level (grade) on at least one side. *

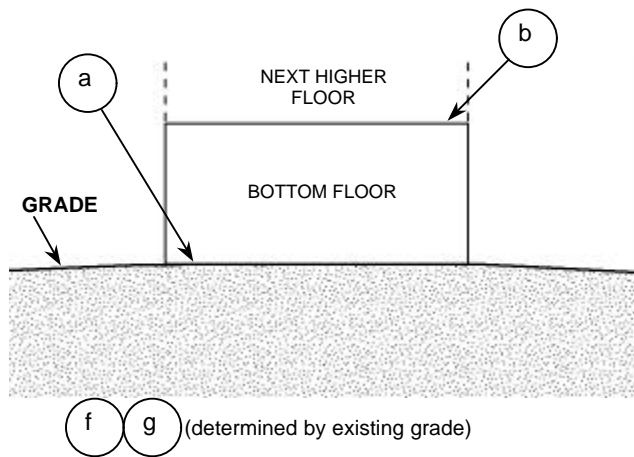


DIAGRAM 2

All single- and multiple-floor buildings with basement (other than split-level) and high-rise buildings with basement, either detached or row type (e.g., townhouses); with or without attached garage.

Distinguishing Feature – The bottom floor (basement or underground garage) is below ground level (grade) on all sides. Buildings constructed above crawl spaces that are below grade on all sides should also use this diagram. *

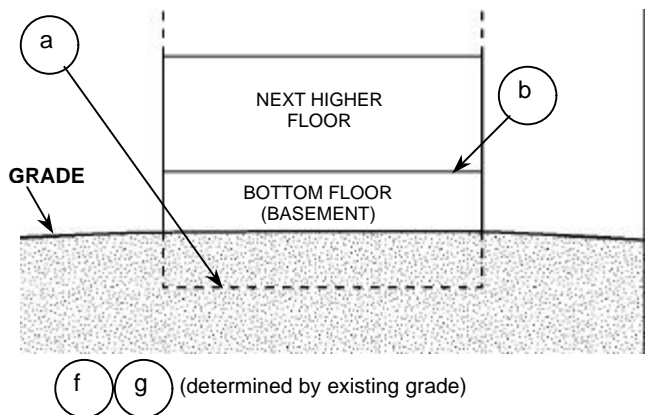


DIAGRAM 3

All split-level buildings that are slab-on-grade, either detached or row type (e.g., townhouses); with or without attached garage.

Distinguishing Feature – The bottom floor (excluding garage) is at or above ground level (grade) on at least one side. *

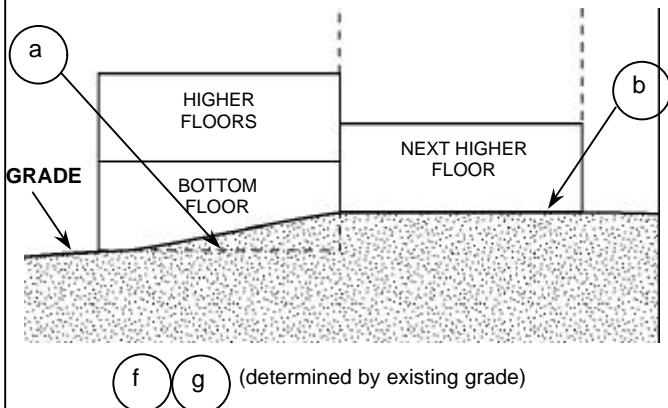
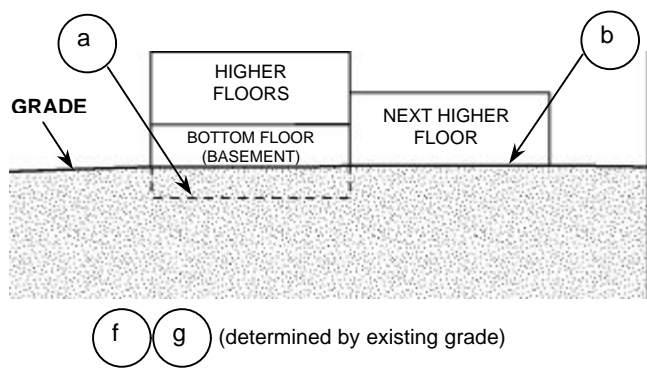


DIAGRAM 4

All split-level buildings (other than slab-on-grade), either detached or row type (e.g., townhouses); with or without attached garage.

Distinguishing Feature – The bottom floor (basement or underground garage) is below ground level (grade) on all sides. Buildings constructed above crawl spaces that are below grade on all sides should also use this diagram. *

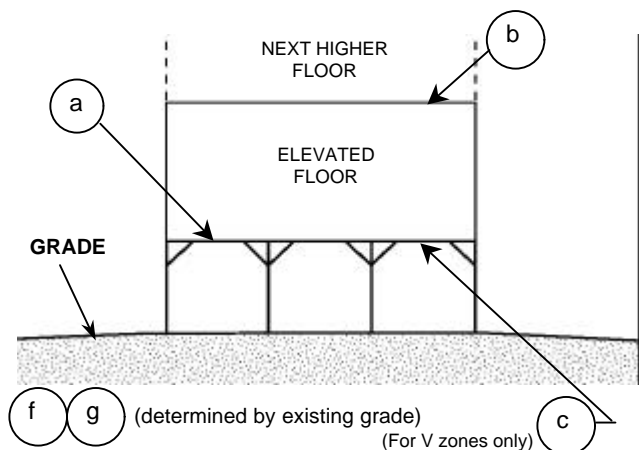


* A floor that is below ground level (grade) on all sides is considered a basement even if the floor is used for living purposes, or as an office, garage, workshop, etc.

DIAGRAM 5

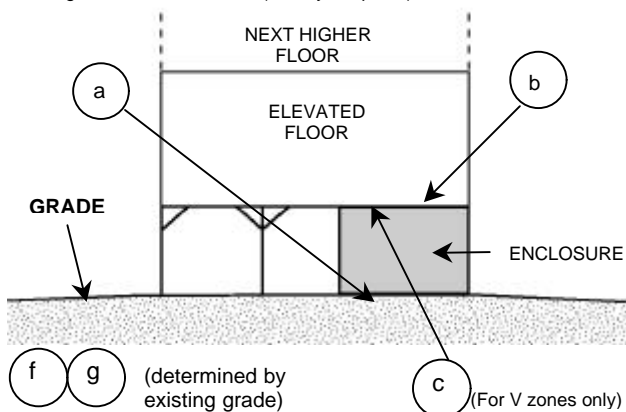
All buildings elevated on piers, posts, columns, or parallel shear walls. No obstructions below the elevated floor.

Distinguishing Feature – For all zones, the area below the elevated floor is open, with no obstruction to flow of flood waters (open lattice work and/or readily removable insect screening is permissible).

**DIAGRAM 6**

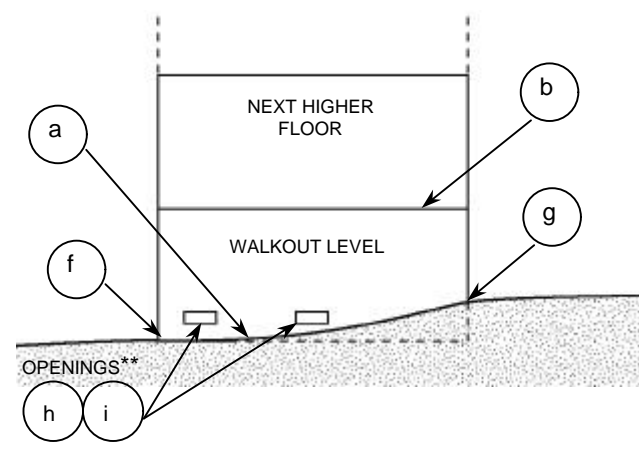
All buildings elevated on piers, posts, columns, or parallel shear walls with full or partial enclosure below the elevated floor.

Distinguishing Feature – For all zones, the area below the elevated floor is enclosed, either partially or fully. In A Zones, the partially or fully enclosed area below the elevated floor is with or without openings** present in the walls of the enclosure. Indicate information about openings in Section C, Building Elevation Information (Survey Required).

**DIAGRAM 7**

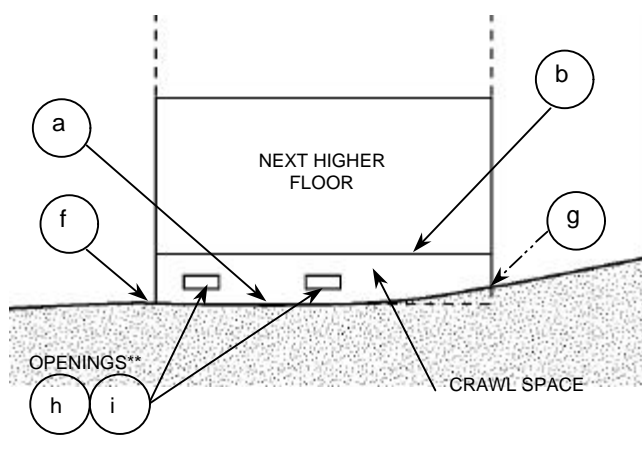
All buildings elevated on full-story foundation walls with a partially or fully enclosed area below the elevated floor. This includes walkout levels, where at least one side is at or above grade. The principal use of this building is located in the elevated floors of the building.

Distinguishing Feature – For all zones, the area below the elevated floor is enclosed, either partially or fully. In A Zones, the partially or fully enclosed area below the elevated floor is with or without openings** present in the walls of the enclosure. Indicate information about openings in Section C, Building Elevation Information (Survey Required).

**DIAGRAM 8**

All buildings elevated on a crawl space with the floor of the crawl space at or above grade on at least one side.

Distinguishing Feature – For all zones, the area below the first floor is enclosed by solid or partial perimeter walls. In all A zones, the crawl space is with or without openings** present in the walls of the crawl space. Indicate information about the openings in Section C, Building Elevation Information (Survey Required).



** An "opening" (flood vent) is defined as a permanent opening in a wall that allows for the free passage of water automatically in both directions without human intervention. Under the NFIP, a minimum of two openings is required for enclosures or crawl spaces with a total net area of not less than one square inch for every square foot of area enclosed. Each opening must be on different sides of the enclosed area. If a building has more than one enclosed area, each area must have openings on exterior walls to allow floodwater to directly enter. The bottom of the openings must be no higher than one foot above the grade underneath the flood vents. Alternatively, you may submit a certification by a registered professional engineer or architect that the design will allow for the automatic equalization of hydrostatic flood forces on exterior walls. A window, a door, or a garage door is not considered an opening.